

Title: DIVISION NEW DIVISION BI-MONTHLY PROGRAM REVIEWS	Number: D65-01-07	Revision No.: OD	Effective Date: 31 JAN 97
	Prepared By: Thomas J. Underwood	Approved By: Thomas S. Dodson	Page: 1 OF 3

31 January 1997

STANDARD OPERATING PROCEDURE D65-01-07

From: D65

To: D65 Division

Subj: DIVISION NEW DIVISION BI-MONTHLY PROGRAM REVIEWS

Encl: (1) PROGRAM REVIEW STATUS FORMAT

1. Purpose. To establish bi-monthly program reviews and provide a format for displaying the program status information.
2. Scope and Application. This procedure applies to all Division programs with funding of at least \$50K.
3. Policy. The Division will conduct bi-monthly program reviews. All Division programs will be statused at the program reviews. The status format shown in enclosure (1) will be used for all programs.
4. Procedure. Specific program status information requirements are described in the following paragraphs.
 - a. Program Status Information - Four major areas will be reviewed on each program. They include (a) the Program Manager's Assessment, (b) Recent Accomplishments, (c) a 60 day "Look-ahead", and (d) Issues and Concerns. Information to be displayed in each area or section is described in the following paragraphs.

(1) Program Manager's Assessment - This section contains the Program Manager's personnel assessment of the overall program status. This assessment should be supported by quantitative data (metrics or measures) as much as possible. Specific areas evaluated will include Cost, Schedule, Contracts, Technical, Resources, Subcontractor Management, Documentation, Sponsor (or customer) Support, and Sponsor (or customer) Relations. Each area will be rated GREEN (Satisfactory; no problems or issues), YELLOW (Marginal; some problems or issues exist that are currently minor in nature, but may require monitoring and corrective action), or RED (Unsatisfactory; major problems or issues exist having major impacts on the program - immediate corrective action is required). This is a candid assessment of how well the program manager and the Division are managing the program.

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(2) Cost - The program manager evaluates how well the Division is performing to existing budget plans and targets - how do “actual” costs track to “budgeted” costs.

(3) Schedule - The program manager evaluates how well the Division is performing to the program schedule. Are we on or ahead of schedule or are we behind schedule? What are the program impacts if a “behind schedule” condition exists?

(4) Contracts - The program manager evaluates how well the Division performed in responding to the sponsor’s Request for Proposal(s). Did we submit our proposal to the sponsor on time? Did we adequately address all program requirements in our proposal? Did we submit a readable, understandable proposal?

(5) Technical - The program manager evaluates how well the Division satisfied the program’s technical requirements - hardware, software, firmware, responses to technical issues etc.

(6) Resources - The program manager evaluates how well the Division has met program resource requirements and how well existing resources are being managed.

(7) Subcontractor Management - If a subcontractor or subcontractors are being used, the program manager evaluates how well the Division is managing them. Did we provide the subcontractor with everything required to support the program in a timely manner? Have we established adequate measures or other means of evaluating subcontractor overall performance?

(8) Documentation - The program manager evaluates how well the Division meets program documentation requirements. Are “deliverable” documents complete and delivered on time? Do we know what program requirements are met by the documentation, who the “users” of the documentation are, and what the “users” do with it when they get it?

(9) Sponsor Support - The program manager evaluates how well the Division is being supported by the sponsor or customer. Does the sponsor meet his or her technical and/or administrative commitments to the Division? Does the sponsor provide required funding in a timely manner?

(10) Sponsor Relations - The program manager evaluates the working relationship he or she and the Division have with the sponsor.

b. Recent Accomplishments - The program manager identifies major accomplishments, task completions, events, and/or milestones completed since the last bi-monthly program review. If possible, accomplishments should relate to the Work Breakdown Structure (WBS) and/or program schedule with milestones.

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c. 60-Day “Look-ahead” - The program manager identifies major accomplishments, tasks, events, and/or milestones that will be completed in the next 60 days. Again, if possible, accomplishments should relate to the WBS and/or program schedule with milestones.

d. Issues and Concerns - The program manager identifies major issues and concerns, both technical and administrative, that are impacting the program. For each issue and concern, the program manager should include associated potential impacts and what is being done to correct or remove the problem. For complex, multi-phase corrective actions, a GANTT Chart or other type of schedule should be used and shown.

5. Attendance. Attendance is mandatory for all Division staff functions and Branch Heads.

6. Agenda and Minutes. The agenda will be coordinated and published by the Division Staff Engineer at least one week prior to the program review. The agenda will, generally, include an overview of programs to be reviewed by each Branch Head or supervisor followed by their individual program status's presented by each program manager. Minutes will be taken by the Division Staff Engineer and Action Items, both new and old, will be reviewed at the conclusion of the program review.

THOMAS S. DODSON

PROGRAM REVIEW STATUS FORMAT



PROGRAM:

SPONSOR:

TYPE OF CONTRACT/VALUE:

DATE:

Program Manager's Assessment

	Last Review	Current Review
•Cost	●	●
•Schedule	●	●
•Contracts	●	●
•Technical	●	●
•Resources	●	●
•Subcontractor Mgt	●	●
•Documentation	●	●
•Sponsor Support	●	●
•Sponsor Relations	●	●

(Green-Satisfactory Yellow-Marginal Red-Unsatisfactory)

Recent Accomplishments (since last review)

(Include major accomplishments, milestones and deliverables since last review. Include whether on, ahead or behind schedule)

Issues and Concerns

(Includes major issues and concerns impacting or potentially impacting the program. Include proposed corrective plan of action or plan of action in work. Recommend that Gantt Chart (schedule) of corrective action plan be included as a "backup" chart)

60-Day Look-ahead

(Identify major accomplishments, milestones and deliverables due in the next 60 days with due dates. Include statement of schedule status - on, behind or ahead)

Enclosure (1)